



# **COURT SERVICES & OFFENDER SUPERVISION AGENCY**

## **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER:** CJP-06-041A (SH) (DEU)

**JOB TITLE:** Social Services Program Specialist, GS-187- 9

**AREA OF CONSIDERATION:** All Sources

**OPENING DATE:** 3/21/2006

**CLOSING DATE:** Opened until filled  
First cut-off date is 4/3/06, Applications must be received by  
by 5:00 p.m. EST; cut-offs will occur every 2 weeks until  
vacancy is filled

**PROMOTION POTENTIAL:** GS-11

**STARTING SALARY:** GS-9, \$44,856 pa

**NOTE: THIS VACANCY ANNOUNCEMENT IS BEING AMENDED TO EXTEND THE  
CLOSING DATE TO "OPENED UNTIL FILLED."**

**APPLICANTS MUST PROVIDE A COPY OF THE REQUESTED PROFESSIONAL LICENSES  
OR CERTIFICATIONS TO RECEIVE FULL CONSIDERATION**

**Social Services Program Specialist, GS-187- 9, (1 Position), Court Services & Offender Supervision  
Agency (CSOSA), Community Justice Programs (CJP), Re-Entry and Sanctions Center (RSC),  
Washington, DC.**

**THIS VACANCY ANNOUNCEMENT MAY BE USED TO FILL FUTURE VACANCIES.**

**DUTIES:** The incumbent performs duties of a Senior Counselor for the pre-trial unit of a residential Re-entry and Sanctions Center. Because the offenders and defendants served have extensive substance abuse histories, the Re-entry and Sanctions Center provides evaluation, counseling, treatment readiness, and referral services to treatment facilities. Under the general direction of the Unit Manager, the Social Services Program Specialist facilitates the counselors' delivery of services and reintegration programming for high-risk offenders and defendants, and residential sanctions for offenders who violate their release conditions. The incumbent provides oversight in the initial intake and screening processes for clients. The incumbent reviews the substance abuse counselors' application of tools and materials in group and individual counseling sessions to ensure that counselors have a comprehensive understanding of the program model. The incumbent reviews the quality of reports and other written documents prepared by

the counselors to record contacts with offenders and defendants. The incumbent provides ongoing training and guidance to social service assistants in counseling offenders and defendants and making referrals for treatment placement. The incumbent develops substance abuse education seminars and workshops. The incumbent will also participate in multi-disciplinary teams, assist in maintaining unit security, facilitate offender/defendant escort within and outside of the facility, and assist the Unit Manager in developing counselors' work schedules and performing chart audits.

**QUALIFICATIONS:** Applicants must have 1 year of specialized experience equivalent to the next lower grade level. **Specialized experience** is experience in or directly related to the position to be filled and which has equipped the applicant with the Selective Placement Factor (SPF) and the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position. **Specialized experience at the GS-9 level** is experience guiding or training staff in the delivery of didactic services to individuals who are addicted to or abuse alcohol and/or drugs, and developing and presenting psycho-educational modules that focus on substance abuse assessment and treatment. Additional specialized experience includes reviewing the written products prepared by the counselors.

**EVALUATION METHODS:** Applicants will be evaluated according to the extent and quality of experience, education and, training and the selective placement factor. If you meet the basic qualification requirements and the SPF, your application/resume will be evaluated against the KSAs required for this position. This evaluation determines which candidates will be referred to the selecting official for consideration.

**TO RECEIVE CONSIDERATION, APPLICANTS MUST ON A SEPARATE SHEET OF PAPER ADDRESS THE SELECTIVE PLACEMENT FACTOR AND EACH OF THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES DESCRIBED BELOW.**

**YOU MUST PROVIDE A CURRENT COPY OF LICENSE(S) AND/OR CERTIFICATION(S) TO VERIFY THAT YOU POSSESS THE SELECTIVE PLACEMENT FACTOR.**

**SELECTIVE PLACEMENT FACTOR:**

All applicants must possess a Level II Certification in Addiction Counseling (CAC) from a certifying board that is recognized by the National Association for Addiction Professionals (NAADAC), **OR** Certification as a Licensed Professional Counselor (LPC), **OR** Comparable certification in a social science discipline such as psychology or social work. (A current copy must be attached to receive consideration.)

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to direct the work of counselors who: orientate offenders/defendants, conduct preliminary assessments of offenders/defendants' needs, provide quality assistance, make recommendations, and resolve problems for substance abusers.
2. Demonstrated knowledge of the concepts, principles and support processes related to substance abuse treatment.
3. Demonstrated knowledge of diagnosis and treatment of substance abuse.

4. Skill in working with diverse groups of offenders and defendants who are seeking substance abuse treatment.
5. Ability to communicate orally to exchange sensitive information, explain program processes, and provide ongoing training, seminars, and workshops.
6. Ability to communicate effectively in writing to edit the written work products prepared by the counseling staff.

In addition to submitting your application/resume, YOU MUST address your experience and/or education related to the SPFs and KSAs described above, giving specific examples ON A SHEET OF PAPER THAT IS SEPARATE FROM YOUR APPLICATION/RESUME. Address [the SPF and] each of the KSAs separately and explain how your experience, education, training, and self-development activities relate to each SPF/KSA. Your qualification rating will be based on the evaluation of your experience and education as they relate to the qualification requirements and SPF/KSAs listed above. You must also provide detailed evidence of the SPF/KSAs in your application/resume in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

**HOW TO APPLY:** It is the candidate's full responsibility to include all requested information on their application (whatever form is used) and provide all necessary documentation that is needed to evaluate qualifications for the position. A complete application must include: (1) an application (i.e., OF-612 Optional Application for Federal Employment, or resume which follows the instructions of the OPM flyer "Applying For A Federal Job" (OF-510). Resume must include the announcement number, title, and grade of job applying for; full name, address, phone number, social security number; name, city, and state of any college/and or university attended, major(s), and type and year of degree(s) received (if no degree received, list total quarter and/or semester hours earned); and employment history with position titles, dates, salaries, duties, supervisor's name, and phone number); (2) a copy of licensure or certification for the selective placement factor; (3) responses to the required knowledge, skills, and abilities listed above; and (4) when applicable, the items requested below.

**CTAP and ICTAP:** If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

**Veterans:** Veterans claiming 5-point veteran preference must submit a copy of their latest DD-214. Veterans claiming 10-point veteran preference must submit a copy of their latest DD-214 along with a SF-15 form and a letter from the Veteran's Administration certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay or other appropriate documentation listed on the application for 10-point veteran preference.

**Applications and all required documents must be received by 5:00 p.m. EST on the closing date.**

**Mailing Address and Contact:** All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17<sup>th</sup> Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Sherry Harrison on (202) 220-5605 or **TTY (202) 220-5474**. Applications must be *received* by 5:00 p.m. on the closing date.

**Email Address:** Applicants may submit applications via email to: [CSOSAjobs@CSOSA.gov](mailto:CSOSAjobs@CSOSA.gov).

**Fax Number:** Applicants may submit documents via facsimile to: (202) 220-5615.

### **OTHER INFORMATION:**

**Agency Background Information:** The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

**U.S. Citizenship:** Applicants must be U.S. citizens or nationals.

**Selective Service Registration:** As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

**Relocation Expenses:** Relocation expenses are not authorized.

**Probationary Period:** Initial appointment will require completion of a one-year probationary period.

**Security Check:** A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

**Drug Testing:** Appointment may be subject to random drug testing after selection.

**Direct Deposit:** All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

**REASONABLE ACCOMMODATIONS:** Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodations will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

**EQUAL OPPORTUNITY EMPLOYER:** Except where otherwise provided by law, there will be no

discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism .

***CSOSA is an Equal Opportunity Employer.***